

Tab E1

13 July 1956

Transfer of Testing of Agency Clerical Employees:

1. On 25 June 1956, following a request by Assessment and Evaluation Staff, testing of all clerical employees, other than applicants, was transferred from the Testing and Services Branch/Assessment and Evaluation Staff, to Clerical Training/IS.

2. New Employees. Entrance-on-duty employees are being tested in Clerical Induction Training, Wing H, Second Floor, Quarters Eye. Mrs. [] is in charge of this testing. Tests in shorthand and typewriting are given on Tuesday, Thursday and Friday afternoon of each week at 1 and 2 o'clock respectively.

25X1A9A 3. Employees on the Job. On-duty Agency clerical personnel who desire to meet the Agency standards in shorthand and/or typewriting are being tested in Clerical Refresher Training. [] is in charge of this testing. Tests in shorthand and typewriting will be given twice a month. As of 13 July 1956, no regular testing schedule is available. One, however, is in the process of being prepared. It will be sent to the 25X1A9A appropriate office personnel who are responsible for arranging Agency test appointments. These appointments may be made by calling Extension []

4. Applicants. Testing of applicants has not been transferred to Clerical Training. Clerical applicants will continue to be tested by the Testing Services Branch, Assessment and Evaluation Staff, Wing O, Second Floor, Quarters Eye.

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